Victim Notification of Inmate Release

224.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an inmate held for those crimes is released, and that victims receive any other notification required by Washington law.

224.2 POLICY

It is the policy of this office to act in accordance with all laws regarding victim notification.

224.3 PROCEDURE

The Chief Deputy of Corrections shall ensure that a system is in place for individuals to request release notification on any inmate housed in this facility.

Notification requests or requirements that are known during the booking process should be documented in the appropriate designated section of the inmate's booking file.

In the event that an individual contacts this facility and requests notification on any inmate housed in this facility, staff should direct the requester to the corrections website for detailed information regarding our notification program.

224.4 NOTIFICATION

Notifications will be processed via the corrections facilities contracted service with VINE, an automated victim information and notification system . In the event of system failure, requested/ mandated notifications will be kept within the inmates custody file for processing.

Unless ordered by the court or a supervisor, no victim information shall be provided to any inmate by any employee or volunteer of this facility. Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

224.4.1 REQUIRED NOTIFICATIONS

The Chief Deputy of Corrections shall ensure that a system is in place to ensure release and other relevant information is entered into the automated victim information and notification system in a timely and accurate manner (RCW 36.28A.040). The Chief Deputy of Corrections should ensure that staff who use the automated system receive proper training and that victims who wish to receive notices regarding an inmate's release, classification change, or other information are appropriately instructed on the use of the system.

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